



AMERICAN CONSULATE GENERAL, HYDERABAD, INDIA

VACANCY ANNOUNCEMENT NUMBER: HYD-10-06

The U.S. Consulate General in Hyderabad is seeking an individual for the position of **Laborer** in the Management Office.

Applicants must apply on Form HR-01 (Application form for Employment) and specify the vacancy announcement number. Applications not completed on Form HR-01, or without reference to a specific vacancy number will not be accepted. Only completed forms will be accepted. (Refer to application procedure below)

Only applicants who are selected for the interview will be contacted

OPEN TO: All interested candidates.

POSITION: Laborer; FSN-1305-01
HYA 526314 (Personal Services Agreement)

OPENING DATE: May 14, 2010.

CLOSING DATE: May 28, 2010.

WORK HOURS: Full-time; 40 hours/week

SALARY: Not Ordinarily Resident: Grade: FP-DD
Ordinarily Resident: Grade: FSN-01

*Starting salary and grade will be determined on the basis of qualifications and experience, and/or salary history.

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST BE RESIDING IN INDIA AND HAVE VALID WORK AND RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION. PLEASE ATTACH COPIES OF RELEVANT DOCUMENTATION. APPLICATIONS WITHOUT RELEVANT DOCUMENTATION WILL NOT BE ACCEPTED.

BASIC FUNCTION OF POSITION

- Moves furniture, lifts, carries and moves other light to heavy objects from place to place
- Removes refuse and debris from grounds and working areas
- Assists skilled trade workers by carrying, holding, lifting and moving tools and materials.
- Moves office furniture, cartons and boxes from one location to another
- Performs other job-related duties as assigned

QUALIFICATIONS REQUIRED

- Completion of elementary school is required
- Must have Level I (Rudimentary knowledge) in English, Level III (Good Working Knowledge) Hindi or Telugu (spoken).
- Must have general knowledge of security procedures to serve as an escort. Must be familiar with safety and hygiene regulations
- Must be capable of performing arduous physical work

SELECTION PROCESS

Qualified Eligible Family Members and applicants with U.S. Veteran Preference will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Eligible Family Members who currently hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of that appointment.

TO APPLY

Interested applicants for this position should submit the following:

1. Curriculum Vitae with cover letter highlighting the skills and experience rendering the applicant suitable for the particular job.
2. Candidates who claim U.S. Veterans preference must provide a copy of DD-214 with their application

SUBMIT APPLICATION TO

U. S. Consulate General,
Human Resources Office
1-8-323, Paigah Palace, Chiran Fort lane,
Begumpet, Secunderabad - 500003.
FAX: 4033-8301
or
E-mail: Hyderabadvacancies@State.gov

Please insert “**HYD-10-06**” (Vacancy Announcement Number) in the Subject of the E-mail.
Applications without the Vacancy Number or with the incorrect Vacancy Number will not be accepted.

DEFINITIONS

1. EFM: US Citizen spouse or US citizen child as referred to in 14 FAM 511.3 (1), who is at least age 18, and who, in either case, is on the travel orders of a US citizen Foreign or Civil service employee or military service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad and under Chief of Mission authority.
2. Member of Household (MOH): Foreign born spouses, dependent children, unmarried partners of the same and opposite sex, parents, other relatives or adult children declared to the Chief of Mission who fall outside the Department’s current legal and statutory definition of EFM.
3. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permit for employment in country.
4. Not-Ordinarily Resident (NOR): Typically NORs are US citizen EFMs and family members of FS, GS, and Military Personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

All applications for the Subject announcement must be received in the Human Resources Office by close of business **May 28, 2010**.

Cleared by: MGT - CForeman
Drafted by: HR – KSharma

AN EQUAL OPPORTUNITY EMPLOYER